LINDA MILLER SAVITT, SBN 094164 (SPACE BELOW FOR FILING STAMP ONLY) PHILIP L. REZNIK, SBN 204590 BALLARD, ROSENBERG, GOLPER & SAVIGNED COPY
500 North Brand Boulevard

Twentieth Floor Twentieth Floor 3 MAY 16 2011 Glendale, CA 91203-9946 Telephone: 818-508-3700 John A. Clarke, Executive Officer/Clerk 818-506-4827 Facsimile: 5 LAWRENCE A. MICHAELS, SBN: 107260 MITCHELL SILBERBERG & KNUPP 11377 W. Olympic Blvd. Los Angeles, CA 90064 Tel: (310) 312-2000 Fax: (310) 312-3100 CAROL A. HUMISTON, SBN: 115592 Senior Assistant City Attorney City of Burbank 275 E. Olive Avenue Burbank, CA 91510 Tel: (818) 238-5707 Fax: (818) 238-5724 11 Thomas G. Mackey, Esq. JACKSON LEWIŠ, LLP 725 South Figueroa Street, Suite 2500 Los Angeles, CA 90017 Tel: (213) 689-0404 Fax: (213) 689-0430 Attorneys for Defendant CITY OF BURBANK, including the Police Department of the City of Burbank 16 SUPERIOR COURT OF THE STATE OF CALIFORNIA 17 **COUNTY OF LOS ANGELES** 18 CASE NO: BC 414602 OMAR RODRIGUEZ; CINDY GUILLEN-GOMEZ; STEVE KARAGIOSIAN; [Assigned to Hon. Joanne O'Donnell, Dept. 37 ELFEGÓ RODRIGUEZ; AND JAMAL CHILDS, 20 **DEFENDANT'S EXHIBIT LIST RE** PLAINTIFF KARAGIOSIAN Plaintiffs, 21 22 -VS-BURBANK POLICE DEPARTMENT; CITY OF BURBANK; TIM STEHR; KERRY SCHILF; JAMIE "J.J." PUGLISI; DAN YADON; KELLY FRANK; PAT Action filed: May 28, 2009 LYNCH; MIKE PARRINELLO; AARON KENDRICK; DARIN RYBURN; AND DOES 1 THROUGH 100, INCLUSIVE. Defendants. 27 28

Defendant's Exhibit List Re Plaintiff Karagiosian

1		Defendant CITY OF	BURBANK submits the following Exhibit List. Defendant
2	reserv	es the right to supple	ment at any time up to and including the trial of this matter.
1/3	115.	3/11/08	Zero Tolerance Policy/Policy Against Harassment
4	116.	10/03	Policy Against Discrimination and Harassment
5	117.	5/10/09	Stehr Memo re Efficient Working Environment
6	118.	9/1/08	Prevention Against Discrimination and Harassment Policy
7	146.	3/9/09	Dry Erase Board Photo
8	148.	5/3/07 to 8/22/07	Progress Review
9	149.	8/22/07 to 3/1/08	Progress Review
10	150.	3/1/08 to 9/1/08	Progress Review
11	151.	9/1/08 to 2/28/09	Progress Review
12	152.	5/5/05 to 8/24/05	Progress Review
13	153.	8/25/05 to 1/11/06	Progress Review
14	154.	1/12/06 to 5/3/06	Progress Review
15.	155.	5/4/06 to 8/23/06	Progress Review
16	156.	8/12/06 to 1/24/06	Progress Review
17	157.	1/11/07 to 5/2/07	Progress Review
18	158.	5/27/09	DFEH Charge
19	159.	4/30/09 to 8/19/09	Progress Review
20	500.	1/19/05	New Employee Orientation Record
21	501.	4/13/07	Officer of the Year Award
22	502.	2/18/08	Acknowledgment of Discrimination and Harassment Policy
23	503.	2/28/08	Taylor memo re bonus for recruiting Eskandarian
24	504.	5/4/09	Burbank Police Daily Bulletin - Departmental Restructuring
25	DAT	TED: May 16, 2011	BALLARD ROSENBERG GOLPER & SAVITT, LLP
26			0.1111,222
27	,		By: PHILIPE, REZNIK
28			Attorneys for Defendant



BURBANK POLICE DAILY BULLETIN

Tuesday, March 11, 2008 ADDENDUM

ZERO TOLERANCE POLICY

This is a special bulletin to remind all employees of the Burbank Police Department that the City of Burbank and the Burbank Police Department have a Zero Tolerance Policy towards harassment and/or discrimination based on an individual's race, color, national origin, religion, sex or other protected classification. This Policy, which you have all been given a copy of and trained on, prohibits all forms of such discriminatory harassment including derogatory verbal statements or comments directed at a person or persons of a particular race, color, national origin, religion or sex, or other protected classification. It also prevents retaliation against employees who report, complain of or participate in any investigation into unlawful harassment or discrimination.

Any employee of the Burbank Police Department who engages in even a single act of harassment, discrimination or retaliation in any form that is directed against another person on the basis of that person's race, color, national origin, religion, sex or any other protected classification is subject to discipline, up to and including termination. Supervisors who are aware or should be aware of such conduct by their subordinates and who fail to take immediate corrective action are also subject to appropriate action including discipline.

I cannot emphasize enough how strongly I feel that the Burbank Police Department will not allow, condone, or in any manner tolerate this type of behavior or conduct by its employees. As we all know, the harassing or discriminatory actions of even a handful of employees can tarnish the reputation of the Burbank Police Department for a very long time.

This is not who we are as an organization. Even one instance of this harassing, discriminatory or retaliatory conduct will not be tolerated. All reports or complaints of such conduct will be investigated promptly, fairly and thoroughly and appropriate action taken to punish any offenders and prevent future actions of this kind.

Chief Tim Stehr

CITY OF BURBANK POLICY AGAINST DISCRIMINATION AND HARASSMENT

POLICY STATEMENT:

The City of Burbank is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting discrimination and harassment based on age, sex, race, color, religion, national origin, and ancestry, marital status, sexual orientation, medical condition, FMLA/CFRA eligibility, or disability in accordance with state and federal law. This policy applies to all employees including non-supervisory personnel, supervisors, and management. It also applies to non-employees who have contacts with City employees during the employee's work hours. Furthermore, this policy prohibits all forms of discriminatory harassment, including verbal, physical, and visual harassment.

DISCRIMINATORY HARASSMENT:

For the purpose of clarification, discriminatory harassment shall be generally defined as derogatory racial, ethnic, religious, sexual, or disability epithets, display of derogatory visual or written material, repeated requests for sexual contacts, or other verbal or physical conduct of a nature inappropriate to a work environment (see reverse for specific examples).

Conduct in violation of this policy shall constitute prohibited illegal employment discrimination practices when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to and or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose and effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive working environment.

ENFORCEMENT:

Employees who violate this policy are subject to discipline. Disciplinary action will be taken promptly against any employee if it becomes known to management that such person has engaged in such discriminatory harassment of an employee.

To facilitate effective enforcement of this policy and to protect the reputation and privacy interests of all parties concerned, any employee who becomes the subject or has direct knowledge of any such discriminatory harassment is encouraged to promptly report the facts of the incident or incidents to the Management Services Director.

Supervisors and managers are required to immediately report any conduct that the observe, or of which they have knowledge, which might constitute any such discriminatory harassment to the Management Services Director.

All reports of such discriminatory harassment will be investigated promptly and in as confidential a manner as possible with due regard to the privacy rights of the complainant and the due process rights of the accused.

No employee shall be retaliated against for report harassment or participating in the investigation. If you have any questions concerning this policy, please feel free to contact the Management Services Director at (818) 238-5026.

CITY OF BURBANK POLICY AGAINST DISCRIMINATION AND HARASSMENT (Continued)

ILLEGALITY OF SEXUAL HARASSMENT:

Sexual harassment in employment violates the provisions of the Fair Employment and Housing Act, specifically Government Code Sections 12940(a), (j), and (k).

POLICY STATEMENT:

The City of Burbank maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy applies to all employer agents, suppliers, customers, and employees, including co-workers, supervisors, non-supervisory employees, and management. This policy also prohibits harassment from any source: male to male, female to female, male to female or female to male. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination.

DEFINITION OF SEXUAL HARASSMENT:

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser. This policy prohibits harassment in any form, including but not limited to:

VERBAL CONDUCT - Making or using derogatory comments, epithets, slurs and jokes. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations. Any unwanted sexual advances or propositions.

VISUAL CONDUCT - Leering, making sexual gestures, displaying of sexually suggestive objects, drawings, pictures, cartoons or posters.

PHYSICAL CONDUCT - Touching, assault, impeding or blocking movements, or interference with work directed at you because of your sex.

THREATS & DEMANDS - Making or threatening reprisals after a negative respond to sexual advances, or offering employment benefits in exchange for sexual favors.

RETALIATION – Negative employment decisions for reporting and/or filing harassment charges, or complaining about harassment, even if it cannot be demonstrated that the harassment actually occurred.

Any of the above conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

REPORTING SEXUAL HARASSMENT:

In addition to reporting any cases of sexual harassment to the Management Services Director, employees may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing located at 611 West Sixth Street, 15th Floor, Los Angeles, CA 90017, or call (800) 884-1684. An employee may also contact the Equal Employment Opportunity Commission located at 255 East Temple Street, 4th Floor, Los Angeles, CA 90012, or call (213) 894-1000.

C610-138 (10/03

CITY OF BURBANK Memorandum

DATE:

May 10, 2009

TO:

All Police Personnel

FROM:

Tim Stehr, Chief of Police

SUBJECT:

Efficient Working Environment

I recently found it necessary and appropriate to cause an internal administrative investigation to commence regarding allegations of officer misconduct having been committed in connection with what was a significant enforcement action taken by this Department in the recent past.

During the past several weeks, I have witnessed this investigation become an increasingly prevalent subject of conversation, speculation, gossip, and innuendo among Department personnel. It has been brought to my attention that these discussions are infiltrating more and more aspects of the workplace, ranging from briefing room conversations, hallway conversations, conversations outside of the workplace, and even resulting in communications to personnel employed in other law enforcement agencies.

First, let me take this opportunity to emphasize that the concerns and directives I am stating in this memo have no application to communications that are made by any of you in the course of official proceedings authorized by law, or when any of you are initiating proceedings authorized by law. I encourage, and in fact require, that our personnel speak without fear of retallation when disclosing information to government or other agencies when an employee has reasonable cause to believe that violations of statutes or law have occurred. However, the types of communications that are the subject of this memorandum are quite different in nature because they are not made in connection with official proceedings.

The residents of this community have the expectation, and the right to expect, that the Burbank Police Department is at all times, devoting 100% of its efforts and attention to providing the highest level of service to this community. The increasing frequency of informal communication and speculation by Department personnel as to the events which are the subject of a pending internal administrative investigation, can and do, negatively impact the necessary focus of Department personnel upon our singular mission of serving this community.

Therefore, each and all of you are ORDERED to immediately cease and desist from engaging in any personal (non-official) communications with anyone in regard to the pending internal administrative investigation as well as any future internal investigation(s) that the Department may commence. (Those of you who are involved as subjects of, or witnesses to, the matters being investigated, have been separately ordered not to discuss the proceedings in which you are involved. Those orders remain in full force and effect.)

Allegations of law enforcement personnel misconduct must be promptly and thoroughly investigated. The law provides significant privacy protections to those individuals who are the subject of internal administrative investigations. The above circumstances have rendered it necessary that this order be issued, not only to protect the privacy of those involved in the current and foreseeable future investigative proceedings, but also to redirect the focus of our personnel upon the reason that all of us have joined this profession and joined the Burbank Police Department — the provision of personal service and security to the community we serve. I ask that each of you join with me in fully displaying a commitment to achieving these important goals.



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PREVENTION AGAINST DISCRIMINATION AND HARASSMENT POLICY

The City of Burbank is strongly committed to providing a work environment that is free of discrimination and will take all reasonable steps to prevent discrimination and harassment from occurring. In keeping with this commitment to both prohibit and prevent harassment and discrimination, the City maintains a strict zero tolerance policy prohibiting sexual harassment and harassment and/or discrimination based on age, sex, race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, marital status, sexual orientation, gender identification, genetic characteristics, medical condition, FMLA/CFRA eligibility, or any disability protected by state or federal law. This policy applies to all employees including non-supervisory personnel, co-workers, supervisors, management, or appointed and elected officials. It also applies to non-employees, who have contacts with City employees during the employee's work hours, such as employer agents, suppliers, customers, contractors, or vendors. Furthermore, this policy prohibits all forms of discriminatory harassment, including verbal, physical, visual or written and harassment based on retaliation or threats and demands. Harassment or discrimination against an applicant or employee based upon an individual's protected classification as outlined in this policy statement will not be tolerated. Disciplinary action or other appropriate sanctions up to and including termination will be instituted for prohibited behavior as defined in this policy. The City requires all covered individuals to report any conduct that is believed to violate this policy as soon as possible. No employee shall be retaliated against for reporting discriminatory harassment or participating in the investigation. In addition, no employee shall interfere or use pressure to discourage any other employee or harassment victim from using this procedure.

DISCRIMINATORY HARASSMENT:

For the purpose of clarification, discriminatory harassment shall be generally defined as derogatory comments regarding age, sex (including pregnancy, childbirth, or related medical conditions), race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, marital status, sexual orientation, gender identification, genetic characteristics, medical condition, FMLA/CFRA eligibility, or any disability protected by state or federal law. It also includes epithets, display of derogatory visual or written material, repeated requests for sexual contacts, unwanted sexual advances, or other visual, verbal or physical conduct of any nature inappropriate to a work environment. This includes many forms of offensive behavior (see reverse for some specific examples) and includes harassment of a person of the same sex or opposite sex as the harasser. Harassment also includes any conduct which would be unwelcome to a reasonable individual of a protected class, even if the individual appears to "voluntarily" consent to the conduct or does not protest the conduct. An individual may not protest for many legitimate reasons, including the need to avoid being insubordinate or being outcast. Even well-intentioned conduct (e.g. gifts, over attention, endearing nicknames, etc) can violate this policy if the conduct is directed at, or implicates a protected classification, and that conduct is offensive to the receiver or a third party who observes the conduct or learns of the conduct later. Conduct need not arise to the level of a violation of law in order to violate this policy. Instead, a single act can violate this policy and provide grounds for discipline or other appropriate sanctions. However, conduct in violation of this policy shall constitute prohibited illegal employment discrimination practices when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to and or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Both supervisory and non-supervisory personnel may be held personally liable for harassing an employee or co-worker or for aiding and abetting harassment. To facilitate effective enforcement of this policy and to protect the reputation and privacy interests of all parties concerned, any employee, who becomes the subject or has direct knowledge of any such discriminatory harassment, is required to promptly report the facts of the incident or incidents to their immediate supervisor, any manager, department manager or Management Services Director. Supervisors and managers are also required to immediately report any conduct that they observe, or of which they have knowledge, which might constitute any such discriminatory harassment to the department manager or Management Services Director. The City will take a proactive approach to potential policy violations and will conduct an investigation if its supervisors or managers become aware that harassment, discrimination, or retaliation may be occurring, regardless

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of whether the recipient or third party reports a potential violation. Employees, who violate this policy, are subject to discipline. Disciplinary action will be taken promptly against any employee if it becomes known to management that such person has engaged in such discriminatory harassment of an employee or fails to report an incident that they observed or which they have knowledge of to their immediate supervisor, any manager, department manager or Management Services Director.

All reports of discriminatory harassment will be investigated promptly and, in as confidential a manner as possible, with due regards to the privacy rights of the complainant and the due process rights of the accused. Every possible effort will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. Once an employee makes a report of discriminatory harassment, the Management Services Director and the department manager shall meet and determine if the investigation should be conducted by the department or by the Management Services Director or designee. If the employee's complaint is against the department manager, the Management Services Director shall conduct the investigation after consultation with the City Manager. At the conclusion of the investigation, the City will make a determination that either: (1) no violation of the City's policy occurred; (2) the evidence is inconclusive; or, (3) that a violation of the City's policy did occur. The City's determination will be based upon all factual information and the totality of the circumstances, including the nature of the conduct, the context in which it occurred, and the sufficiency of the evidence. The City will not disclose a complete investigation report, however, a summary of the findings and determination will be communicated to the accused and complainant as promptly as possible, as well as all others directly concerned. If it is determined that a violation of the City's policy has occurred, the City will take prompt and appropriate remedial action commensurate with the severity of the offense. In addition, the City will take all reasonable steps to protect the complainant from further harassment, discrimination or retaliation. If an employee is found to have engaged in discriminatory harassment or otherwise inappropriate conduct, disciplinary action, up to and including termination, will occur.

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In addition to reporting any cases of sexual harassment/discrimination to their immediate supervisor, any manager, department manager, or the Management Services Director, employees or job applicants may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing located at 611 West Sixth Street, 15th Floor, Los Angeles, CA 90017 or call 800-884-1684/800-700-2320 (TTY) or visit the Department's website at www.DFEH.CA.gov. employee may also contact the Equal Employment Opportunity Commission located at 255 East Temple Street, 4th Floor, Los Angeles, CA 90012 or call 213-894-1000. These agencies offer legal remedies and a complaint process. In addition, they may file formal accusations against the City and/or harasser, access fines or damages as granted by law, or provide a right to sue letter to the victim. If you have any questions concerning this policy, please feel free to contact the Management Services Director at 818-238-5026.

EXAMPLES OF DISCRIMINATORY HARASSMENT BEHAVIOR:

VERBAL - Making or using derogatory comments, epithets, slurs, and/or jokes; using verbal abuse of a sexual nature; inappropriate comments about an individual's body, physical features and/or dress (including dress that may or may not be consistent with gender identification); sexual degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations or any sexual advances or propositions, including unwanted sexual advances.

VISUAL - Leering, making sexual gestures, displaying of sexually suggestive objects, drawings, pictures, cartooms or posters.

PHYSICAL - Offensive touching, pinching, grabbing, patting, assault, impeding or blocking movements, or interference with normal work or movement.

THREATS & DEMANDS - Making or threatening reprisals after a negative response to sexual advances, or offering employment benefits or promises in exchange for sexual favors; creating an intimidating, hostile, or offensive work environment; making real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

RETALLIATION - Negative employment decisions for reporting and/or filing harassment charges, or complaining about harassment, even if it cannot be demonstrated that the harassment actually occurred; taking sides, spreading rumors, shunning or avoiding an individual who reports harassment/discrimination or participates in the complaint process.



EXHIBIT

146

PATROL Emp #: 11316 Assignment: KARAGIOSIAN, STEVE Name: Watch: GROUP-4, TEAM-8 5/3/2007 to 8/22/2007 **Evaluation** Period: Outstanding Performance Above Standard Performance Standard Performance Improvement Needed to Reach Standard Unacceptable Not Rated N/R Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '&' denotes a critical performance area. An "I" or "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan. **QUALITY OF WORK** 1. Written communications and reports ଶ୍ୟାଠାଠାଠାଠାଠା<u>ଥ</u>ିୟ 2. Oral communications skill 3. Investigations ☆ 4. Knowledge of codified and case law ☆ 5. Field and station procedures ☆ 6. Judgment and impartiality ☆ 7. Performance under stress 8. Public relations 9. Court testimony and preparation Use of technology **WORK HABITS** ☆ 11. Reliability and dependability 12. Equipment maintenance 13. Adaptability, flexibility, and acceptance of additional responsibilities ☆ 14. Safety practices 15. Interpersonal relationships 16. Cooperation with supervisors 17. Problem solving 18. Personal appearance and grooming INITIATIVE ☆ 19. Self-initiated activity 20. Self-improvement in education/knowledge (S, I or U) ☆ 21. Ethics and integrity

OVERALL RATING: 0

C320-370 4/06

EXHIBIT Some 148 Some 2-25-D

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OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):

Officer Steve Karagiosian has been an officer with this department for 3 years. Steve came to the Burbank Police Department from Orange County S.D. with Custody experience and a Masters Degree. During this evaluation period Steve has performed at an Outstanding level.

Steve has served in patrol as an FTO. During his workdays, Steve volunteers for reports in order to expose his trainee to many types of investigations and situations. Steve also leads the shift in stops and arrests. Steve is conscious of all aspects of police work and does a remarkable job of exposing his trainees to a variety of police work.

When Steve is not working his regular patrol shift, Steve is constantly involved in assisting Investigations Division with investigations, search warrant and surveillance operations. These activities expose Steve to more advanced police and investigative skills. Steve recently competed for and was assigned to the Special Enforcement Detail.

Steve has a solid knowledge of station and field procedures and seeks clarification on rare occasions. His investigations are thorough and his reports are well written and comprehensive, requiring occasional corrections.

Steve is one of those officers that can handle most any situation that comes his way. He frequently provides other officers with assistance and is never shy about volunteering for any detail. Steve is never put off by any assignment. He accepts additional responsibilities without complaint and enjoys opportunities to expand his experience. Steve also takes on menial tasks with equal enthusiasm.

Steve took the time to apply for and attend an Advance Officer Training class, put on by the CNOA. Steve brought back his new learned knowledge and shared the highlights at roll call.

Steve also serves as a Hostage/Crisis Negotiator, and attends training classes with Glendale PD's negotiation team as permitted.

Steve maintains a strong personal commitment to actively embrace a variety of disciplines in police work. When coupled with his enthusiasm, strong positive nature, problem solving skills and professionalism, Steve's performance leaves little room for criticism.

Steve is a trusted employee, and it is a pleasure to work with him. Good luck in your new assignment.

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BURBANK POLICE DEPARTMENT PROGRESS REVIEW - SPECIALTY ASSIGNMENTS ADDENDUM

Name:	Ka	ragiosian, Steve	Emp#	11316	Assignment:	Patrol
Evaluati Period:	on _	5/3/2007 to 8/22/2007		Watch —	Group-4,	Team-8
AERO B	URE	AU ASSIGNMENT (#24 -	- A, O, or	PIP require	ed)	
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TRAFFI	C O	FFICER ASSIGNMENT (A	, O, or PIF	required)		
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Officer Karagiosian does an outstanding job as an FTO. He is always on task and focused on exposing his trainee to as many varied experiences as possible; yet he takes the time to be thorough and complete in each of his tasks. He never takes shortcuts and looks to use every situation as a learning experience. Thank you for the exhaustive effort that you put into giving our replacements all of the tools that they need to be professional and honorable police officers.

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Employee Comments:			· .
			
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Employee Signature: Thur	Date:	8-18-07	
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SED 11316 Assignment: Emp #: Karagiosian, Steve Name: Watch: Days / Various Hours 8/22/2007 to 3/1/2008 Evaluation Period: **Outstanding Performance** 0 Above Standard Performance Α Standard Performance S improvement Needed to Reach Standard Unacceptable U **Not Rated** N/R Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '&' denotes a critical performance area. An "I" or a "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan. QUALITY OF WORK 1. Written communications and reports 2. Oral communications skill 3. Investigations ☆ 4. Knowledge of codified and case law Field and station procedures Judgment and impartiality ☆ 6. ☆ 7. Performance under stress 8. Public relations 9. Court testimony and preparation 10. Use of technology **WORK HABITS** ☆ 11. Reliability and dependability 12. Equipment maintenance 13. Adaptability, flexibility, and acceptance of additional responsibilities ☆ 14. Safety practices 15. Interpersonal relationships 16. Cooperation with supervisors 17. Problem solving 18. Personal appearance and grooming INITIATIVE ☆ 19 Self-initiated activity 20. Self-improvement in education/knowledge (S, I or U) ☆ 21. Ethics and integrity

OVERALL RATING: 0

C320-370 4/08

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OVERVIEW: (Include Officer's strongest areas and areas where improvement is destrable):

Officer Steve Karagiosian has been with the Burbank Police Department since July of 2004. He has prior law enforcement experience with the Orange County Sheriff's Department. In September of 2007, Steve was assigned to the Investigations Division's Special Enforcement Detail and has performed at an outstanding level during this evaluation period.

Steve has met the challenge of this assignment with determination and enthusiasm. He quickly became involved in numerous investigations and he has learned many of the nuances of working in the Investigations Division. Steve has worked with some informants, authored a number of search warrants, and has been the case agent on several investigations. He recently worked in an undercover capacity while purchasing an assault rifle from a suspect known to provide firearms to gang members. This investigation is on-going, so he will be conducting additional future purchases, prior to the service of search warrants.

Due to the nature of this assignment, Steve is called into work frequently from home. He has never failed to respond when called, and he never complains about the long hours we often have to work. He often volunteers for additional duties within the detail and he has never complained when given added responsibilities.

Steve speaks fluent Armenian and he frequently assists other detectives with translation. Steve possesses a Bachelor of Science Degree in Finance and a Master's Degree in International Business. His reports and search warrants are well written and require only occasional corrections or modifications. During this evaluation period Steve attended a one week surveillance school. This school was beneficial and he has continued to apply the knowledge he gained while attending the training.

In November of 2007, Steve was named the 2007 "Officer of the Year" and given an award by the Burbank Elks Lodge. He and his family attended the presentation, where he represented our department well.

Steve recently became ill and was told he needed to have surgery. As is his nature, he scheduled the procedure so his time away from work would be reduced and the effect on any on-going investigations would be minimized. He returned to work after only one week away.

Steve continues to develop and he is doing an outstanding job. His efforts are appreciated by his supervisors.

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3unn #7943			72-25-09 Date	Captain		Da
Sergeant	Date	Sergeant	Date	DIC B	- dum	7
Dermenjian i	¥9272 2/22/08	<u> </u>			1 4	Da
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Flenterrant	·	<u>B_11</u>				
Lieutenant		女	2 - 2 S - ලප Date	! -		

C320-370 4/06

149-3

Emp #: 11316 Assignment: Karagiosian, Steve Name: Watch: Days / Various Hours 3/1/2008 to 9/1/2008 Evaluation Period: **Outstanding Performance Above Standard Performance** Standard Performance improvement Needed to Reach Standard Unacceptable Not Rated N/R Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '☆' denotes a critical performance area. An "l" or "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan. QUALITY OF WORK 1. Written communications and reports 4101010101018<u>X</u> 2. Oral communications skill 3. Investigations ☆ 4. Knowledge of codified and case law ☆ 5. Field and station procedures ☆ 6. Judgment and impartiality ☆ 7. Performance under stress 8. Public relations 9. Court testimony and preparation 10. Use of technology **WORK HABITS** ☆ 11. Reliability and dependability 12. Equipment maintenance 13. Adaptability, flexibility, and acceptance of additional responsibilities ☆ 14. Safety practices 15. Interpersonal relationships 16. Cooperation with supervisors Problem solving Personal appearance and grooming INITIATIVE ☆ 19. Self-initiated activity 20. Self-improvement in education/knowledge (S, I or U) ☆ 21. Ethics and integrity OVERALL RATING:

0320-370 4/06

XISU

OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):

Officer Steve Karagiosian has been with the Burbank Police Department since July of 2004. He has prior law enforcement experience with the Orange County Sheriff's Department. In September of 2007, Steve was assigned to the Investigations Division's Special Enforcement Detail. He has performed at an outstanding level during this evaluation period.

The following are some examples of the outstanding work Steve has done during this deployment period: (1) Developed information that a local business owner was dealing cocaine from his business, and then wrote a search warrant for the business and two residences, which resulted in the arrest of the suspect and recovery of illegal substances. (2) Utilized an informant to conduct a controlled buy, and then obtained a search warrant for the suspect's residence. This resulted in the recovery of narcotics and a loaded handgun. (3) Steve and I flew to Las Vegas in order to introduce an informant to the Las Vegas PD Organized Crime Detail. Steve did and outstanding job of assisting in debriefing the informant. (4) After learning that the BPD Gang Detail was not going to interview an in-custody Vineland Boys gang member who had recently been paroled, Steve and his partner conducted the interview in the ail. The information gained corroborated previous information we had received, which allowed Steve and his partner to secure a search warrant for three Vineland Boys residences. This resulted in the arrest of several Vineland Boys gang members and their associates. (5) As follow-up to an arrest of a suspect in possession of a shotgun at the Ramada Inn, Steve obtained a search warrant for his residence, which led to the recovery of identity theft materials and the arrest of an additional suspect. (6) in response to complaints regarding strippers/table dancers at the El Halcon Bar, Steve and his partner worked undercover at the business. This resulted in the El Halcon bar being shut down. (7) Steve and his partners solved the robbery/stabbing that occurred at Best Buy. After Patrol officers cleared the call without locating the suspect, Steve and his partners conducted an extensive foot search and located evidence from the crime and property belonging to the suspect. The outstanding suspect was identified. Using an informant a few days later, Steve located the suspect in Van Nuys (well after his EOW). Steve notified his supervisors and requested assistance from LAPD to arrest the suspect. (8) Utilizing an informant, Steve obtained a search warrant for a business across from the Vallarta Market and the residence of the suspect. This resulted in the arrest of three suspects, the recovery methamphetamine, cocaine, two loaded handguns, and over \$13,000.00. As stated above, these are only a few examples of Steve's outstanding work and his drive to conduct thorough investigations.

Due to the nature of this assignment, Steve is called into work frequently from home. He has never failed to respond when called, and he never complains about the long hours. He often volunteers for additional duties within the detail and he has never complained when given added responsibilities.

Steve speaks fluent Armenian and he frequently assists other detectives with translation. Steve possesses a Bachelor of Science Degree in Finance and a Master's Degree in International Business. His reports and search warrants are well written and require only occasional corrections or modifications. During this evaluation period Steve attended an "Informant Management and Development Class." This school was beneficial and Steve has frequently applied the knowledge he gained while attending the training.

Steve's efforts are appreciated by his supervisors.

OAL SETTING:				
Continue to develoaking the Detecti	op and gai ve's Exam	n experience in the future.	n the Investigations Division	, with the goal of
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Additional C	Officia	Attached	Officer's Signature	Date
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PREPARED BY		INTERVIEW		/ }
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Sergeant	Date	Sergeant	Date Captain	Date
Lt. Dermenjian	8/18/08		DIC POTON	~ 8/20/08
Lieutenant	Date	Sergeant //	Date Chief	Date
		*	8.19.08	
•		Lieutenant	Date	•

SED Emp#: 11316 Assignment: Karagiosian, Steve Name: Watch: Days / Various hours 9/1/2008 to 2/28/2009 **Evaluation** Period: **Outstanding Performance** 0 Above Standard Performance Standard Performance S Improvement Needed to Reach Standard Unacceptable U **Not Rated** N/R Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '☆' denotes a critical performance area. An "I" or "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan. **QUALITY OF WORK** 1. Written communications and reports 2. Oral communications skill 3. Investigations ☆ 4. Knowledge of codified and case law

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	10.	Use of technology	
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8. Public relations

☆ 5. Field and station procedures ★ 6. Judgment and impartiality ☆ 7. Performance under stress

Court testimony and preparation

WORK H	IABIT:	S	_
. ☆	11.	Reliability and dependability	<u>0</u>
	12.	Equipment maintenance	ō
i	13.	Adaptability, flexibility, and acceptance of	<u>o</u>
		additional responsibilities	
☆	14.	Safety practices	ň
	15.	Interpersonal relationships	Ä
	16,	Cooperation with supervisors	Š
	17.	Problem solving	. Š
	18.	Personal appearance and grooming	Ō

INITIATIVE

☆	19.	Self-initiated activity	ŏ	
	20.	Self-improvement in education/knowledge	. <u>S</u>	(S, I or U)
☆	21.	Ethics and integrity	<u>5</u>	(5, 1010)

OVERALL RATING: _O

C320-370 4/06

OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):

Officer Steve Karagiosian has been with the Burbank Police Department since July of 2004. He has prior law enforcement experience with the Orange County Sheriff's Department. Steve has been assigned to the Investigation Division's Special Enforcement Detail since September of 2007. He has performed at an outstanding level during this evaluation period.

Although I have only supervised Steve for approximately two months, it is very apparent that he is a very capable investigator and highly motivated to excel. Steve has shown particular strengths in the areas of investigations, use of technology, and written communications. Steve is a quick thinker and rapidly forms a strategy for working an investigation. He has shown an ability to locate people and gather information through the use of informants and available technology. Steve does an excellent job of conveying that information in police reports, search warrants and other forms of written communication. His written work is well thought out, and requires only occasional modifications.

Steve is fluent in the Armenian language and is often called upon to assist other investigators in interviewing suspects and other involved parties. He does so willingly and without complaint. Additionally, Steve is regularly consulted for his knowledge of the Armenian culture. This knowledge is a very valuable asset to SED and the department.

The department and SED have undergone numerous changes during the past couple of months which have affected the way SED operates. Steve has been very cooperative and flexible in regard to these changes. He is very cooperative with his immediate supervisors and has been very helpful to me as a new supervisor to SED. Lieutenant Dermenjian and I are thankful for all Steve does for SED and the department.

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Prepare for the de	tective exa	mination.					
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INITIA	TIVE					,		•		· .
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C320-37									= = -	

OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):
Ofc. Karagiosian has been with us just over one year. He is a lateral from the Orange
County Sheriff's Department. His previous 4 years of law enforcement experience has shown
time and time again. During this deployment period he was frequently partnered with Ofc.
Lamoureaux. Ofc, Karagiosian received 10 commendations from Capt. Lowers, Capt. Stehr and
Capt. Varner (DR's 05-5331, 05-5395, 05-5632, 05-5637, 05-5659, 05-5875, 05-5877, 05-
5881, 05-6195, 05-7197). A description of each of these commendations would be exhaustive.
it would be suffice to say that his investigations and arrests have been excellent.
it would be suffice to say that the hivestages and the suffice to say that the hivestages and the suffice to say that the hivestages are the suffice to say that the hivestage are the suffice to say the suf
Ofc. Karagiosian's arrests and investigations are not limited to one particular area, such
as only narcotics. He is consistently making varied arrests, ranging from drug possession, auto
theft, and gang related crimes. This makes Ofc. Karagiosian an even better officer for not
·
limiting himself to one area.
Ofc. Karagiosian's demeanor with police personnel, and more importantly with the
citizens he comes in contact with, has been outstanding. He is very respectful and courteous to
everyone.
Ofc. Karagiosian has shown he has initiative to follow-up on things he does not know
about. An example of this is when he recently made an arrest for possession of Ecstacy. When
it became known that these pills were actually aspirin, he took it upon himself to contact a local
pharmacy on his days off to get information on these pills. He then gave roll call training on
what he had found out.
What he had locke out.
Ofc. Karagiosian is always willing and ready to do whatever is asked of him, frequently
coming in on his days off when called because of sick calls or manpower shortage. Ofc.
Karagiosian also recently volunteered to attend bike school. He also volunteered to participate
in Operation Swift Intruder.
in Operation Switt Introdet.
Overall, Ofc. Karagiosian is one of the hardest working officers of the shift and
consistently exceeds expectations. His proactive approach has done much to make this a safer
city.
This commad group thanks Ofc. Karaglosian for all of his hard work.
This commad group triging Ord. Twissions.

GOAL SETTING: Keep up	the good work		
TRAINING RECOMMENDE	D: Course in basic investigations		
OFFICER'S COMMENTS:_			
Additional Comments Att	01	₹-2 0 -	o5
	Officer's Signature		ate
PREPARED BY: Caruso, R 8-12-05 Lieutenant Date Gomez, C 8-12-05 Sergeant Date Kister, T 8-12-05 Sergeant Date	INTERVIEWED BY: R C	REVIEWED BY: Captain Wortt	8/22/05 Date 9-9-95 Date
Grandalski, K 8-12-05	Sergeant Date		

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - POLICE OFFICER

	eve Karagiosian Emp#	11316 Assi	gnment:	PATROL
ame: Officer St			GROUF	3, TEAM 5
valuation Period:	8-25-2005 to 1-11-2006	yvaich		· · · · · · · · · · · · · · · · · · ·
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QUALITY OF WO	RK	•	0	
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INITIATIVEO			_	
	Self-initiated activity			- ·
☆ 19.	Self-improvement in education	on/knowledge		G I == TT
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OVERALL RATING: _O

C320-370 4/95

BENEFITS 105/FEB/07 #1041

OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):

Officer Karagiosian has been with the department since July 20, 2004, and assigned to patrol division since that date. Prior to Burbank, Officer Karagiosian had four years experience as a deputy with the Orange County Sheriff's Department. During this evaluation period. Officer Karagiosian has achieved an outstanding rating.

Officer Karagiosian has proven to be a well-rounded officer and has displayed the demeanor of someone that would have more tenure. Officer Karagiosian has been consistent in leading the shift in observed arrests and his reports have reflected completeness that leave little or no further investigation to gain fillings. Officer Karagiosian has been commended many times by other detail sergeants and the Division Captain for some of his arrests and investigations.

Officer Karagiosian's ability to speak the Armenian language is invaluable based on the demographics of our city. He is the only person at the officer level on the department that is fluent in Armenian. I have also observed Officer Karagiosian in the field dealing with citizens, co-workers and with suspects. He has shown a very respectful demeanor to all and t was impressed with his ability to obtain pertinanant information from suspect interviews. Officer Karagiosian was also commended by the City Attorney's office for assisting them on his days off with a neighborhood canvas after an officer involved shooting.

Officer Karagiosian on several occasions has put himself through several training classes and attended several other courses with emphasis on gangs and narcotics. One specific class put on by LASO had to do with allowing him to make entries into the CAL-GANG computer system. I know Officer Karagiosian has many times, on his days off, worked with the Gang Detail gaining experience with them in hopes of one day becoming a part of the detail. Also during this deployment, Officer Karagiosian provided roll call training on General Order 340, code 3 driving.

Officer Karagiosian always does what is asked of him with minimal instruction. He has also built up a reputation of being available on his days off in the event there is a shortage in patrol on the other end of the week. One thing of note is that in late September, Burbank experienced an 1100-acre fire in the Verdugo Mountains. Officer Karagiosian along with others worked long hard hours for several days conducting evacuations, traffic control and manning a command post.

Officer Karagiosian should continue his efforts and set his sights on a specialized detail or detectives as his future endeavors.

detectives as his	Intole elines	1013.	•			
GOAL SETTING:		Gangs/SED				
TRAINING RECO	MMENDED:	Any investigati	on course			
OFFICER'S COM	MENTS:		I Karn 4 10 510	<u> </u>	1/28/0	<u>6</u>
		Office	er's Signature		' Date	
PREPARED BY:	INTI	ERVIEWED BY:	2 0 6	REVIEWED BY:	1/2	1/26/0
	01/05/06 Date	Lieutenant	Date	Captain	1604+	Date -30-06
Sergeant Date	01/05/06	Sergeant K. France	Date 1-23-0	D/Chief		Date
K. Frank Sergeant Date	01/05/06	Sergeant	Date	''		

C320-370 4/95

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - POLICE OFFICER

Name:	Kara	giosian	, S.	Emp#	11316	Assignment	: PATE	≀OL	
Evaluation Period:		3	/12/06 to	-	5/3/06 Watch		2, Group 3		
PASIUSTION LE	iiou.	O A S I U N/R	Outstandi Above Standard Improven Unaccept	ng Perform andard Per Performan nent Neede	nance formance ce d to Reach				
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C320-370 4/95



OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable)

Officer Karagiosian has been with the Burbank Police Department since July of 2004 and is currently assigned to the Uniform Patrol Division. He also has some prior law enforcement experience with the Orange County Sheriff's Department. Officer Karagiosian's performance during this deployment has been at an outstanding level.

Although Officer Karagiosian has only been with the Department for a relatively short time, he functions at the level of a highly motivated officer, with years of experience. He is well rounded, has good beat integrity, and he routinely makes quality arrests. These have included arrests for narcotics violations, receiving stolen property, 10851 VC, burglary, CCW, etc. When handling calls for service, Officer Karagiosian does a thorough job and does not take short cuts. His investigations are complete and his reports are easy to read, requiring only few, if any, corrections. Officer Karagiosian is routinely called upon to assist other officers and detectives with translation of the Armenian language. He was recently commended by one of the Detectives, who stated that Officer Karagiosian has been instrumental in solving crimes committed by Armenian suspects, when only the first names or the monikers of the suspects were known. Officer Karagiosian has been able to obtain information from sources within the Armenian community and use the information to identify outstanding suspects.

During this deployment, Officer Karagiosian sought out training on his own initative, and attended a one-day "Street Development" class. He then provided related information during roll-call training. He also obtained a "mag-stripe" reader from Glendale PD and approval was obtained to install this device on the W/C's computer. This item will be very helpful when investigating credit card and false identification crimes at the Patrol Bureau level. Officer Karagiosian has a Bachelors Degree in Business Finance, as well as a Masters Degree in International Business. Officer Karagiosian subscribes to the "Law Enforment Legal Reporter" and receives regular updates. He is a member of the California Narcotics Officers Association and receives monthly periodicals which contain training information and information regarding new trends in narcotics investigations.

Officer Karagiosian gets along well with supervisors and officers alike. He accepts criticism well and he is a valuable "team player." Officer Karagiosian has done an outstanding job during this deployment and his efforts are appreciated by the supervisors on the shift.

GOAL SETTING: Officer Karagiosian should apply for a specialized assignment as soon as he is eligible to do so.

TRAINING RECOMMENDED: Interview and Interrogation class

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PREPARED E	Y:	INTERVIEWED BY	:	REVIEWED BY:	
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Lieutenant	Date	Lieutenant	Date	Captain Dat	5-9-06
Gunn #7943	4/20/06	- afailin	4/21/06	OChief	Date
Sergeant	Date	Sergeant	Date'	y Cine	
Sergeant	Date	Sergeant	Date	· ·	

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - POLICE OFFICER

Name: Officer Steve Karagiosian Emp #: 11316 Assignment: Group 3, Team 5

Evaluation 5/4/2006 to 8/23/2006 Watch: 2

Period:

O Outstanding Performance
A Above Standard Performance
S Standard Performance
I Improvement Needed to Reach Standard
U Unacceptable
N/R Not Rated or Applicable

Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '&' denotes a critical performance area. An "I" or a "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan.

QUALITY OF WORK

	1.	Written communications and reports	용
	2.	Oral communications skill	S
	3.	Investigations	<u> </u>
☆	4.	Knowledge of codified and case law	0
☆	5.	Field and station procedures	· ŏ
☆	6.	Judgment and impartiality	· <u>></u>
☆	7.	Performance under stress	<u>0</u>
•	8.	Public relations	NI/A
	9.	Court testimony and preparation	18/2
	10.	Use of technology	

WORK HABITS

☆	11.	Reliability and dependability	· 첫
	12.	Equipment maintenance	<u> </u>
	13.	Adaptability, flexibility, and acceptance of	
	•	additional responsibilities	
☆	14.	Safety practices	A
	15.	Interpersonal relationships	쏫
	16.	Cooperation with supervisors	ᆢ쏫
	17.	Problem solving	. >
	18.	Personal appearance and grooming	<u> </u>

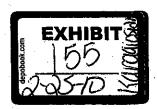
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OVERALL RATING: _ O

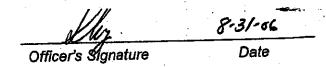
C320-370 4/06

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VERVIEW: (Include Officer's strongest esirable):		
officer Karigiosian has been with the Buad prior experience with the Orange valuation period, Officer Karigiosian has	County Sperims Department.	20-04, and During this
officer Karagiosian has really made an inhort time he has been here. Officer captain on numerous occasions for good excellent arrests. Officer Karagiosian is a fenses which include persons, property nost of his work to conclusion so there han filing the cases. I am impressed in communication can be adopted a feet to more arrests or the recovery of second criminals.	mpression on this department in the Karigiosian has been compliment to proactive police work, great observed and narcotic crimes. His investign is little or no follow up left for deterobserving him interview and obtain their crimes, or give further information property.	vations and a myriad of pations take other information which
Officer Karigiosian is fluent in the Arme easis to develop useful information. A pictims that could not communicate with easist the Armenian Community in anywall easier that community in anywall easier that community in a property in a surrounding the Armenian community.	enian language and uses that skill additionally, he is an ambassador us otherwise. I have personally otway he can. Officer Karagiosian is agencies to assist in complex in	oserved him also called vestigations
Officer Karagiosian is constantly wishing constantly puts in for training and if dexpense. During this deployment he a CNOA. Officer Karagiosian is a team powell as supervisors.	enied, he will go off his days off attended a 3 day DAR school ho layer and gets along well with othe	sted by the r officers a
Foward the end of this deployment, the has been selected as an Acting FTO fo month of training. Officer Karagiosian Officer Kendrick and is doing a good job	has been completing concise dail showing him how the job is done.	y reports o
Officer Karagiosian's statistics for this of above the shift average in observed arrow in hazards. I would like to encourage and to start setting his sights toward a s	deployment show that he is almost ests and FI cards and right at the s Officer Karagiosian to keep up th	oriiir avviug
GOAL SETTING:		
Specialized posiiton, Detective.		
TRAINING RECOMMENDED:.		
Any advanced officer training		
OFFICER'S COMMENTS:		
		

C320-370 4/06



PREPARED BY J. Calicchio	8-12 - 06	INTERVIEWED BY J. Calicchio 1998.		REVIEW	ED BY:	- 9-1-0
Sergeant	Date	Sergeant K. Frank K7 8 - 17	Date	Captain	Sal	Date 9-5-06
Lieutenant	Date	Sergeant	Date 3-17 Date	_	•	Date

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - POLICE OFFICER

Emp #: 11316 Assignment: PATROL Karagiosian, Steve Name: 8/24/2006 to 1/24/2006 Watch: Group 4 / Team 8 Evaluation Period: **Outstanding Performance** Above Standard Performance Standard Performance S Improvement Needed to Reach Standard Unacceptable Not Rated N/R Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '☆' denotes a critical performance area. An "I" or "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan. QUALITY OF WORK 1. Written communications and reports 4400000048 2. Oral communications skill 3. Investigations ☆ 4. Knowledge of codified and case law ☆ 5. Field and station procedures ☆ 6. Judgment and impartiality ☆ 7. Performance under stress 8. Public relations 9. Court testimony and preparation 10. Use of technology **WORK HABITS** ☆ 11. Reliability and dependability <u>A</u> <u>O</u> 12. Equipment maintenance 13. Adaptability, flexibility, and acceptance of additional responsibilities 4101014101 ☆ 14. Safety practices 15. Interpersonal relationships 16. Cooperation with supervisors 17. Problem solving 18. Personal appearance and grooming INITIATIVE Self-initiated activity **☆** 19. Self-improvement in education/knowledge (S, I or U) 20. Ethics and integrity **☆** 21.

OVERALL RATING: _ O

TING: _U_



C320-370 4/06

X157

OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):

Officer Karagiosian is in his third year with this department, having come to this department with four years of experience from Orange County Sheriff's Department. He is rated as "Outstanding" for this deployment period.

Officer Karagiosian's reports are well-written and comprehensive, requiring only occasional, minor corrections. Officer Karagiosian's strong job interest is clearly visible in his report writing. Officer Karagiosian's oral communications are clear and reflect orderly thought processes.

Officer Karagiosian has a solid understanding of field and station procedures. Officer Karagiosian is always on task and focused on doing the right thing. Officer Karagiosian works not only his assigned shift, but also fills shortages for other shifts. Additionally, he takes opportunities to assist other details with investigations. Officer Karagiosian often assists the Investigation Division. As a result, he has gained knowledge and experience in surveillance, investigations, and search warrant service. Officer Karagiosian's enthusiasm, attitude and work ethic for the job sets him apart.

Officer Karagiosian always has a smile on his face. He is eager to learn anything new. He accepts criticism constructively, as an opportunity to learn, which increases his knowledge.

Officer Karagiosian practices good safety habits.

Officer Karagiosian's interaction with the public is direct and sincere. He has been present in situations that are stressful for families, offering alternatives when parties were making poor choices. In these situations, Officer Karagiosian's interpersonal skills made it easy for those involved to accept his advice.

Officer Karagiosian was recently appointed as a Crisis/Hostage Negotiator. Officer Karagiosian has attended several training sessions. His command staff believes he will be as successful a negotiator as he has been in all other areas of his job.

Officer Karagiosian is called on regularly for translation and meets each request with a positive attitude and eagerness to help that is genuine.

There is no doubt that Officer Karagiosian will always perform his duties to the best of his ability. He is able to handle any situation, and is not afraid to request assistance when it is warranted.

It is an absolute pleasure to work with Officer Karagiosian.

SOAL SETTING:	
Apply for specialty assignments (FTO/Gang letectives test.	s/SED/SRO) and prepare for the next
TRAINING RECOMMENDED:	The state of the s
Criminal investigation/Detective school.	
OFFICER'S COMMENTS:	
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Additional Comments Attached	1. Kary 01.04-07.
	Officer's Signature Date
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Sgt. Lewellyn 12-24-06	1/4/07 Jun July //12/67
Lieutenant Date Sergeant	Date Chief Date
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Lieutenant	Date

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - POLICE OFFICER

Emp #: 11316 Assignment: Patrol FTO FTO Steve Karagiosian Name: Watch: Group 4, Team 9 1/11/2007 to 5/2/2007 Evaluation Period: Outstanding Performance 0 Above Standard Performance A Standard Performance Improvement Needed to Reach Standard Unacceptable Not Rated or Applicable Any one factor rated "I" or "U" will result in an interview with the Division Captain to establish goals for improvement. A '&' denotes a critical performance area. An "I" or a "U" in a critical performance area shall result in an overall "I" or "U" rating, and the initiation of a performance improvement plan. **QUALITY OF WORK** 1. Written communications and reports |ସଣଠାଧାଧାଠାଠାଠ୍ୟ 2. Oral communications skill 3. Investigations ☆ 4. Knowledge of codified and case law ☆ 5. Field and station procedures ★ 6. Judgment and impartiality ☆ 7. Performance under stress 8. Public relations Court testimony and preparation 10. Use of technology **WORK HABITS** ☆ 11. Reliability and dependability 12. Equipment maintenance 13. Adaptability, flexibility, and acceptance of additional responsibilities ☆ 14. Safety practices 15. Interpersonal relationships 16. Cooperation with supervisors 17. Problem solving 18. Personal appearance and grooming INITIATIVE ☆ 19. Self-initiated activity 20. Self-improvement in education/knowledge (S, I or U) ☆ 21. Ethics and integrity

OVERALL RATING: 0

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C320-370 4/06

OVERVIEW: (Include Officer's strongest areas and areas where improvement is desirable):

Officer Karagiosian has been with the Department since July 2004. He has four years of prior law enforcement experience with the Orange County Sheriff's Department.

Officer Karagiosian was rated, "Outstanding" overall for this deployment period.

Officer Karagiosian participated in the Field Training Officer (FTO) testing process and was selected as a temporary FTO. He has been assigned two different rookie officers since his assignment to the FTO program. Officer Karagiosian has been up to the challenge of being an FTO and continues to embody what is expected of training officers.

Officer Karagiosian's quality of work is outstanding. He writes well thought out reports that require only minor corrections. Officer Karagiosian's investigations are thorough and utilize his better than average knowledge of case and codified law.

Officer Karagiosian should strive to stay grounded and let his excellent work do the talking for him. His quality of work and work ethic will lead to advance into the detective bureau where he will be a solid investigator.

Steve's work habits and initiative are outstanding. He routinely leads the shift in arrests. He can be counted on to take on any additional responsibilities asked of him when working his regular shift, or outside the scope of his normal duties. For example, Officer Karagiosian conducted a presentation for the Community Academy on the topic of the field-training program during this deployment. He also routinely speaks to members of the Armenian Community at church functions, presenting himself and the Department in an exceptional light. Officer Karagiosian also assisted the COPS Unit at several job fair/recruitment events over the last several months.

Officer Karagiosain routinely utilizes his Armenian speaking skills to further investigations and to assist citizens. His ability to speak a foreign language has also given Officer Karagiosian the benefit of becoming involved in several investigations he would not have otherwise had the opportunity to be involved in. Officer Karagiosian has seized these opportunities to learn more advanced investigative techniques.

Officer Karagiosian possesses a Bachelor of Science Degree in Finance and a Master's Degree in International Business. Officer Karagiosian attended FTO school, a search and seizure class, a Miranda and wiretaps class during this deployment. In addition, Officer Karagiosian is trained in Cal Gang data retrieval and entry.

The Executive Command Staff recently selected Officer Karagiosian as the 2007 Burbank Police Officer of the Year. Congratulations!

Officer Karaglosian is a strong achiever with the potential to become a formal leader with the Department. It has been a pleasure to work with Officer Karagiosian during this deployment.

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Lieutenant	Date	Sergeant	Date	Chief	<u>/</u>	Date
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		Lieutenant	Date			

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - SPECIALTY ASSIGNMENTS ADDENDUM

Name: Ste	ve Karagiosian Emp#	11316 As	signment	Palioi - Fio
Evaluation P	eriod: 1/11/2007 to 5/2/2007	Watch	Group 4,	Team 9
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FIELD TRAIN	ling officer assignment (A,	O, or PIP rec	quired)	• ;
☆ 25.	Training ability		<u>o</u>	
INVESTIGAT	IVE ASSIGNMENTS (A, O, or PIP	required)		
☆ 27.	Case preparation and manager Interviews and interrogations Proper use of investigative reso		-	
K-9 ASSIGNI	MENT (A, O, or PIP required)			
☆⑨ 30.	K-9 Job knowledge and tactica K-9 Maintenance K-9 Training	l judgment	<u>-</u> '	
⊚ = R	ating to be assessed by K-9 Coo	ordinator		
SCHOOL RE	SOURCE OFFICER ASSIGNMEN	T		
☆ 8.	Public relations (global categor	ry 8)	· <u> </u>	
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Employee Sig	gnature: Hany	Date: 4-22	2-07	

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IR NAME (Indicate Mr. or Ms.)					310)929-(\$75
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SK 0775

BURBANK POLICE DEPARTMENT PROGRESS REVIEW - POLICE OFFICER

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Karagoisian-25

DVINCTON ANGLING OFFICERS SHONGESTANDES AND CRESSAANCE INDIVIDUATION

Officer Karagiosian has performed at an Outstanding level during this evaluation period.

Quality of Work

Officer Karagiosian completes written work and other assignments with little to no supervision. His reports reflect thorough investigations and he can be relied on to make logical and unbiased decisions.

Officer Karagiosian presents a positive image to the public and has met the Divisional expectation of treating co-workers and citizens with dignity and respect. He volunteered to work the Village Bicycle Detail and put forth an excellent balance of enforcement efforts along with public relations opportunities.

Work Habits/Initiative

Officer Karagiosian cooperates very well with the Command Group and with his peers. He is a solid member of the team and is frequently offering to assist where needed. He has proven to be very versatile, using his bi-lingual abilities on many occasions as well as working as a bicycle officer.

The Patrol Division has developed objectives in support of the organizational Mission. These objectives include enforcing traffic laws and apprehending suspects. The expectation to achieve these objectives through initiated activity was clearly stated at the beginning of the shift and Officer Karagiosian's performance in this area was reviewed at each Comment Card cycle. Officer Karagiosian'soverall initiated work exceeded the shift expectation in most areas.

Officer Karagiosian enthusiastically looks for opportunities to initiate enforcement actions and in his participation in the department's Youth Rewards Program. He did not show the same enthusiasm regarding his effort to meet the shift expectation in DUI enforcement.

<u>Misc</u>

Officer Karagiosian combination of quality and quantity of work, along with his ability to work well within the team structure, make him an excellent employee and a viable candidate for promotional consideration. He is encouraged to balance out his strengths with an additional effort towards meeting each of the stated shift expectations.

Karagoisian-26

Documents Produced by Plainting

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C320-370 4/06

- A. <u>INTRODUCTION</u> (8:30 8:40)

 B. <u>CITY ORGANIZATION</u> (8:40 8:45)
 - Council/City Manager Form of Government

 SK Organizational Chart of City Department & their Functions

 SK Civil Service System
- C. <u>CITY TREASURER</u> (8:45 9:00)

 <u>SK</u> Savings Bonds
- D. <u>CITY POLICIES</u> (9:00 9:15)

 S. Probationary Period/Employee Appraisals/ Merit Pay Plans

 S. Changes in Personal Status

 S. Political Activity

 Sexual Harassment Policy
 - SK Non-discriminatory Policy

 SK Americans with Disabilities Act (ADA) Policy
 - Disaster Recall Policy

 SK Employees as Disaster Workers

 Disaster Services Worker Placard
 Personal Survival Kit
 - SK Smoking in the Workplace
 SK Zero Tolerance Policy
 SK Personal Use of City Property
- E. TRAINING/PROMOTIONAL OPPORTUNITIES (9:15 9:20)

 Straining Availability

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 Current Job Openings

 Departmental/interdepartmental/Open Competitive
- F. RECYCLING CENTER (9:20 9:35)

 SK What is the Recycling Center

 SK Employee's Recycling Container Locations

 SK What can and cannot be Recycled

 SK Recycling Center Location

€.	SAFETY PRESENTATION (9:35 - 9:50)
	Reporting Accidents
	S/C_First Aid/CPR
	<u>S//</u> Injury and Iliness Prevention Program
	S/C Hazard Communication
	SK Fire Extinguishers
	SK Personal Protective Equipment
	<u>S//</u> Safe Lifting
	SK Bloodborne Pathogens/Universal Precautions
	Vehicle Accidents
	✓ Violence in the Workplace
	SK Ergonomics
	SK Indoor Air Quality
•	SK OSHA Poster
	<u>RISK MANAGEMENT</u> (9:50 – 10:05)
	Sk Employee Assistance Program (EAP)
	S/ Driver's License Evaluation - Reporting Requirements
	SIC_Drug Testing
	Worker's Compensation
	S//_ Return to Work Procedures
	Reporting Property Damage SK City Property SK Personal Property
	EMPLOYEE RIDESHARE PRESENTATION (10:05 – 10:10)
	Guaranteed Ride Home
	SK Bicycle Loaner Program
	SK MetroLink
	S/C Shuttle Service

BREAK (10:10 - 10:25)

CITY BENEF PERSONNEL (10:25 - 10:40) Association Representation (MOUs) Cafeteria Benefit 5// Work Week (Overtime) Leaves: SV Holidays Sick Leave/Call In S/C Family Medical Leave Act Jury Duty/Subpoena Military Leave Maternity Leave Personal/Management Leave Bereavement Leave **Emergency Leave** CITY BENEFITS (10:40 - 10:50) <u>S</u>≰ PERS Retirement Cafeteria Benefits Health Insurance SK Dental Insurance Short Term/Long term Disability Insurance √ Vista Behavioral Health Plan (Psychological Insurance) SK Tuition Reimbursement SX Professional Development (Management Employees') SK Wellness Programs (BCEA / IBEW) 516 Life Insurance/Supplemental Life SとCobra Benefits PAYROLL (10:50 - 11:10) K. Cafeteria Benefits Sx_ Deferred Compensation (Company Representative Available) SC Dependent Care Paydays & Paystubs Deductions Regular Earnings (Semi-Monthly/Hourly)* Overtime

PAYROLL (10:50 – 11:10) Cafeteria Benefits St Deferred Compensation (Company Represed Dependent Care) Paydays & Paystubs Deductions Regular Earnings (Semi-Monthly/Hourly)* St Overtime Deferred Compensation Credit Union United Way * Employee Parking* St Association Dues SSC* SSC* St Taxes* Medicare* St Retirement Insurance's Leave Balances

- M. UNION/ASSOCIATION PRESENTATION (11:25 11:55) 10 MINUTES/UNION ASSOCIATION
 Introductions

 St. Union/Association Only Benefits
- N. QUESTIONS & ANSWERS

, L.

STEVE	KARAGIOSIAN
Print Name	
11	

Date

City of Burbank MEMORANDUM

Date:

April 13, 2007

To:

Officer Steve Karagiosian

From:

Captain Bill Taylor

Subject:

Officer of the Year

Each year, several of Burbank's dedicated community organizations honor a Police Officer who has made extraordinary contributions to the community over the past year. I am pleased to inform you that you have been chosen as the Officer of the Year for 2007. Your achievements and commitment to law enforcement are being recognized by the Command Staff and your peers.

The Optimists will be honoring you at an upcoming meeting. I will contact you with details of this event when I receive them. Congratulations on your selection as Officer of the Year.

Bill Taylor Captain, Special Operations



CITY OF BURBANK

275 EAST OLIVE AVENUE, P.O.BOX 6459, BURBANK, CALIFORNIA 91510-6459
www.ci.burbank.ca.us

ACKNOWLEDGEMENT

I acknowledge that I have received and read the City of Burbank's "Prevention Against Discrimination and Harassment Policy" (the City's anti-harassment policy).

- Shus-	2-19-08
Signature //	Date
STELE KARAGIOSION	11316
Name (Please Print)	Employee ID Number

MANAGEMENT SERVICES DEPARTMENT

Department

CITY OF BURBANK Memorandum

V

DATE:

February 28, 2008

TO:

Judie Sarquiz, Management Services Director

FROM:

Bill Taylor, Deputy Chief of Police

SUBJECT:

Request for Signing Bonus and Finder's Fee

As you know, at the City Council Meeting of February 1st, 2005, several monetary incentives were approved in the hopes of enhancing our ability to recruit qualified police officer candidates.

The purpose of this memorandum is to confirm that we have hired a lateral entry police officer who is eligible for the signing bonus.

Officer Gamer Eskandarian (Employee #12557) comes to us from the Los Angeles County Sheriff's Department, effective March 17, 2008. As such, he is entitled to a \$2,500 signing bonus effective that date, and an additional \$2,500 once he successfully completes his probationary period (March 17, 2009).

In addition, Officer Eskandarian was recruited by Officer Steve Karagiosian (Employee #11316), thereby making him eligible for a \$1,000 finder's fee.

Thank you for your assistance with this matter.

Bill Taylor

Deputy Chief of Police

D

APPROVED: Judie Sarquiz

FO. REL. 1083-FR 11 FE 000

MISSING



, rom: Sent; To: Co: Subject:

Byrne, Teri Monday, May 04, 2009 4:36 PM Police Employees 'Burbankpoa@sbcglobal.net' Daily Bulletin May 4, 2009 Addendum



BURBANK POLICE DAILY BULLETIN

Monday, May 4, 2009 - Addendum

DEPARTMENTAL RESTRUCTURING

As I approach the second anniversary of my appointment as Chief, I am announcing several organizational changes within the Department which I hope will prove to be in the best interest of the Burbank Police Department as we move forward into this next fiscal year.

First, effective immediately, there will be no Captain assigned as Deputy Chief. As some of you may recall, this assignment was created under the previous administration to oversee the day-to-day operations of the Department, and to train and mentor new Captains. I do not view this as a pressing need at this time, and I would prefer to have more direct control of the organization.

The Department will operate with four Police Captains whose assignments will be as follows:

Captain Craig Varner — Administrative Division
Captain Bill Taylor — Investigation Division
Captain Janice Lowers — Special Operations Division
Captain Pat Lynch — Patrol Division

Second, in an effort to refocus our priorities and reinforce our core Departmental Mission, and to provide more diverse opportunities for more Officers, the Special Enforcement Detai (SED) assignment will be deactivated. Effective Thursday, May 28th, those personnel assigned to this unit will return to assignments in Patrol.

Third, I will be dreating a Special Problems Unit (SPU), which will work out of Patrol. I anticipate staffing the unit with a Sergeant and three to four Officers, whose assignments will be driven by Crime Analysis and Patrol needs. Hours will vary and this unit will be available to assist in any area, operating both in uniform and plainclothes. I will be asking for memos of interest from Officers and Sergeants seeking assignment to this new unit in the near future.

Finally, you should all know that these decisions have been made after a considerable amount of time and thought has been given to what I feel is best for the organization and the community we serve. And while I recognize that change is difficult and not everyone will agree with these decisions, I ask for each of you to pull together and work as a team during this period of transition.